



Vale of Glamorgan Public Services Board Terms of Reference

1. Purpose of the Public Services Board

1.1 The purpose of the Vale of Glamorgan Public Services Board (PSB) is to ensure member bodies work collaboratively to improve the economic, social, environmental and cultural well-being of the Vale of Glamorgan and contribute to the achievement of the seven well-being goals as set out in the Well-being of Future Generations Act (Wales) 2015.

1.2 Partners will work across organisational boundaries to agree actions to achieve better outcomes and improve well-being for citizens in the Vale of Glamorgan. The PSB will act in accordance with the sustainable development principle and in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

1.3 The PSB will adopt the five ways of working to ensure activities are undertaken in accordance with the sustainable development principle and will:

- look to the long-term
- take an integrated approach
- involve people
- collaborate
- focus on early intervention and prevention

1.4 The core statutory functions of the PSB are to:

- prepare an assessment of well-being
- publish an assessment of well-being
- prepare a local well-being plan
- publish a well-being plan
- report annually on progress

1.5 *In order to fulfil its statutory functions the Public Services Board will:*

- support and progress the principles and goals of the Well-being of Future Generations Act (Wales) 2015 in the Board and its member organisations;
- assess the state of economic, social, environmental and cultural well-being in the Vale of Glamorgan providing a robust evidence base to inform decisions on collective priorities for the area;
- set objectives that are designed to maximise the PSB's and member bodies' contributions to the national well-being goals;
- take individually and collectively, reasonable steps to meet these objectives;

- undertake collaborative activities which promote the cultural, economic, social, and environmental well-being of the region;
- provide public service leadership to tackle ‘fundamental and unmet’ challenges from a citizen perspective and ensure an effective whole-system response to the needs of citizens;
- ensure partners are working together to unblock barriers and address the key challenges facing the Vale;
- facilitate new models of delivery through potential pooling of resources, aligning services better across sectors or setting up new arrangements;
- be a learning partnership which develops best practice in transforming citizen centred services and facilitates the sharing of experience across the Welsh public service;
- co-ordinate local, regional and national priorities and develop effective relationships which overcome organisational barriers;
- look beyond the boundary of the Vale of Glamorgan as appropriate to offer and receive support from other PSBs to meet the challenges and opportunities identified in the PSB’s assessment and objectives;

2. Membership

2.1 Details of the membership of the PSB and roles and responsibilities are set out below:

Statutory Membership

2.2 Statutory members are collectively responsible for fulfilling the board’s statutory duties. The statutory membership of the Board will comprise:

- Cardiff and Vale University Health Board (Chair and/or Chief Executive)
- Natural Resources Wales (Chief Executive)
- South Wales Fire and Rescue (Chair and/or Chief Officer)
- Vale of Glamorgan Council (Leader and Managing Director)

2.3 The above will be the Board members. A member of the Board is able to designate an individual from their organisation to represent them on the Board. The person designated should have the authority to make decisions on behalf of the organisation. The Leader of the Vale of Glamorgan Council can only designate another member of the authority’s executive to attend on their behalf.

2.4 The Leader of the Council in their capacity as PSB Chair at the first meeting of the PSB will request confirmation from all statutory partners with regards to who will be the representative on the Board and that they have the appropriate authority to make decisions.

2.5 The Chair of the PSB and nominated local authority officer should be notified of any changes in representation.

Invited Participants and other Partners

2.6 The following as specified statutory invitees will be invited to participate in the Board's activity.

- Welsh Ministers
- Chief Constable of South Wales Police
- The South Wales Police and Crime Commissioner
- Representatives of the National Probation Service and Community Rehabilitation Company
- Glamorgan Voluntary Services

2.7 The PSB will also engage with key partners in the area who have a material interest in the well-being of the area, or who deliver important public services, in the preparation, implementation and delivery of the work of the Board. The suggested list of **other partners** is as follows but the Board can invite these and other organisations to participate and become invited participants on condition that they exercise functions of a public nature. The suggested list of other partners is:

- Community Councils
- Public Health Wales
- Community Health Councils
- National Museum of Wales
- National Library of Wales
- National Park Authorities
- Further or Higher Education Institutions
- Higher Education Funding Council for Wales
- Sports Council for Wales
- Arts Council of Wales

2.8 Invitees are not required to accept the invitation and will not become statutory members of the Board. Bodies or persons which accept invitations from the Board will become **invited participants**. Invited participants having accepted an invitation, will work jointly with the board on anything the board does under its well-being duty, including assessing the state of well-being in its area, setting objectives to maximise its contribution to the achievement of the goals, and taking reasonable steps to meet those objectives. They will be therefore entitled to make representations to the Board about the assessments of local well-being and the local well-being plan and take part in Board meetings and provide other advice and assistance.

2.9 The PSB chair will ask invited participants to join the PSB and for acceptance of the invitation to be confirmed to a nominated officer of the local authority. The Chair will clearly set out the reasons for the invitation and expectations for participation.

2.10 An invited participant may participate in the activity of the PSB from the day which the Board receives acceptance of its invitation.

The Board

2.11 The full Board will therefore comprise appropriate representation from the following organisations (to be updated as appropriate):

- Cardiff and Vale College
- Cardiff and Vale University Health Board
- Community Rehabilitation Company
- Glamorgan Voluntary Services
- National Probation Service
- Natural Resources Wales
- Office of the Police and Crime Commissioner South Wales
- South Wales Fire and Rescue Authority
- South Wales Police
- Town and Community Councils (Community Liaison Committee Representative)
- Vale of Glamorgan Council
- Welsh Ambulance Service Trust - Cardiff and Vale
- Welsh Government

2.12 All Board members will be expected to progress and support the work of the Board and will be regarded by their colleagues as equal partners. Board members will ensure their organisation is appropriately represented at Board meetings as detailed in the statutory guidance. Board members will also take responsibility for ensuring that their organisation meets commitments made to the Board.

2.13 At the first meeting of the PSB one of the statutory members or invited participants will be appointed by the PSB as Chair and this will be reviewed annually.

2.14 Additional partners can be formally invited by the secretariat to participate in the PSB as required if agreed by the Board. This will ensure that as priorities and objectives are developed relevant organisations are invited to either participate in the PSB or its sub-groups.

3. Meetings

3.1 The PSB was formally established on the 1st April 2016. The PSB will meet a minimum of five times a year in the Vale of Glamorgan, subject to revision by members, and within 60 days of each local government election of councillors.

4. Secretariat

4.1 The secretariat function will be provided by Vale of Glamorgan Council. The function includes:

- Arranging regular meetings of the PSB
- Preparing agendas and commissioning papers for meetings
- Inviting participants and managing attendance
- Minute taking
- Working on the Annual Report
- Preparing evidence for Scrutiny

5. Resources

- 5.1** The Board must determine how it will resource the functions it has to undertake and this is the responsibility of all of the members equally. It is for the Board to determine appropriate and proportionate resourcing of the Board's collective functions.
- 5.2** Each statutory member will make a contribution towards the work of the PSB e.g. the undertaking of the well-being assessment, development, publication and implementation of the well-being plan and associated activities.
- 5.3** Each invited participant will be asked to make a voluntary contribution towards the work of the PSB e.g. the undertaking of the well-being assessment, development, publication and implementation of the well-being plan and associated activities.
- 5.4** To support the PSB work programme the Board will need to identify appropriate professionals from partner organisations to lead the programmes and associated workstreams and ensure that the programmes deliver the required outcomes.

6. Decision-making

- 6.1** Any function of the PSB is a function of each member and can only be exercised jointly. Unanimous agreement is needed in order for the PSB to publish assessments of local well-being and local well-being plans.
- 6.2** All the members must be in attendance at a meeting of the PSB for the decisions made during that meeting to be considered valid.
- 6.3** Each organisation which participates in the PSB will be considered equal and each organisation will only have one vote.
- 6.4** In the event of a disagreement between members and/or invited participants or other partners it will be the responsibility of the Chair to mediate an agreement and report back to the next Board meeting or if necessary organise a special meeting of the PSB.

7. Subgroups

- 7.1** PSB subgroups can be established to support the work of the PSB following agreement of members. They must include at least one member of the Board, and can also include any invited participant or other partner. Once established subgroups will draft their own terms of reference guided by the PSB terms of reference and these will be presented to the PSB for approval.

7.2 Sub-groups will support the PSB to deliver partnership priorities and will be a combination of programme boards and task and finish groups ensuring that the right organisations and professionals are involved in the delivery of agreed priorities.

7.3 The PSB will provide leadership and governance to support the work of other statutory partnerships/boards including the Cardiff and Vale Children and Adult Safeguarding Boards, Substance Misuse Area Planning Board, Safer Vale (Community Safety Partnership) and will align activities to the regional Integrated Health and Social Care Partnership Board.

7.4 PSB sub-groups will not:

- invite persons to participate in the Board's activity;
- set, review or revise the Board's local objectives;
- prepare or publish an assessment of well-being;
- consult on an assessment of well-being or prepare a draft of an assessment for the purposes of consulting;
- prepare or publish a local well-being plan;
- consult on a local well-being plan or prepare a draft of a local well-being plan for the purposes of consulting;
- review or amend a local well-being plan or to publish an amended local well-being plan;
- consult on an amendment to a local well-being plan;
- agree that the Board merges or collaborates with another Public Services Board;

8. Implementing our Responsibilities

8.1 To provide a robust framework for our activities the PSB will:

- Produce a Well-being Plan for the Vale of Glamorgan based on the findings of the well-being assessment as detailed in the Well-being of Future Generations Act statutory guidance.
- Make decisions based on business intelligence and robust engagement to inform the setting of our objectives.
- Maintain and develop strategic links with new and existing partners and stakeholders.
- Identify and progress opportunities for cross-boundary working, where appropriate.
- Create a supportive and challenging environment for partnership working.
- Have due regard to:
 - The Equality Act 2010 and Human Rights
 - The United Nations Convention on the Rights of the Child (UNCRC)
 - The Children and Families (Wales) Measure 2010
 - Tackling Poverty
 - Welsh Language
 - The Resilience of ecosystems duty (Biodiversity)

8.2 To promote effective engagement and wider participation with the work of the PSB we will:

- Develop a strategic approach to engagement building on existing networks and mechanisms to ensure stakeholders have the opportunity to inform the work of the PSB and are able to see the outcomes achieved.
- Invite relevant stakeholders to attend meetings of the PSB or sub-groups to ensure their knowledge and skills are fully utilised.
- Ensure that partners consider the needs of different communities and engage with residents across the Vale of Glamorgan.
- Work in accordance with the National Principles for Public Engagement in Wales and the National Standards for Children and Young People's Participation.
- Engage in a purposeful relationship with the people and communities in the Vale of Glamorgan including:
 - Children and young people
 - Welsh speakers
 - People with protected characteristics

8.3 To provide and coordinate resources to ensure the successful delivery of partnership priorities, the PSB will:

- Nominate individuals from within their respective organisations to lead areas of work, as appropriate.
- Communicate the importance of partnership working, emphasising that it is 'part of the day job'.
- Appropriately reflect the priorities of the Board within organisational strategies and plans.
- Address resource challenges which are impeding partners' progress in priority areas.

8.4 To ensure a timely and effective performance management and annual review process, the PSB will:

- Ensure the programme of annual review is delivered at appropriate times, to a high standard.
- Consider the Annual Review and agree action where necessary.
- Identify strategic risks that might impact on the programmes and mitigate as appropriate.
- Maintain a structured timetable for monitoring performance and agree actions as appropriate to resolve issues.

9. Audit and Scrutiny

9.1 Regular reports will be prepared for the Vale of Glamorgan Council's nominated Scrutiny Committee. All members of the Board, invited participants and partners will be expected to attend meetings of the Scrutiny Committee as necessary.

9.2 The Vale of Glamorgan Council's internal audit team to be invited to undertake an audit of the PSB one year after its establishment and to advise on the need for future audits.

9.3 The PSB will have due regard to the reports and recommendations issued by the Future Generations Commissioner for Wales.

10. Reviewing Terms of Reference

10.1 The Board can review and agree to amend the terms of reference at any time which they deem appropriate.

10.2 Terms of reference must be reviewed at each meeting held after the date of each ordinary local government election.